

IRON COUNTY HUMAN SERVICES POSITION DESCRIPTION

POSITION: Children and Families Social Worker I, II, III, or IV

DEPARTMENT: Department of Human Services

LOCATION: Courthouse

REPORTS TO: Children's Services Manager

I. PURPOSE OF POSITION:

The purpose of this position is to provide a variety of child welfare services, including child protection services, youth justice services, kinship and/or foster care and/or independent living services. The Children and Families Social Worker performs social casework activities which includes intake services, investigation, placement, ongoing case management and supervision of children under Juvenile Court orders.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position, however, these are not to be construed as exclusive or all-inclusive. The typical tasks shall not be held to exclude others not mentioned that are of similar kind or quality. Other duties may be required and assigned.

- Receive reports of alleged child abuse and neglect and determine safety concerns/threats of harm based on report.
- Conduct complex/sensitive child abuse and neglect investigations by conducting home visits, interviews and gathering information relevant to the case.
- Provide case management services to children in need of protective services, youth involved in youth justice cases, and their families. Provides case work services either individually or as part of an inter-agency team approach in the areas of family relationships, finances, parent-child relationships, domestic abuse, separation, youth delinquency, and other problems in accordance with the needs of the client.
- Conduct forensic interviews as necessary.
- Collaborate and maintain communication with families, providers and other organizations to monitor and discuss case progress.
- Place children in substitute care settings; maintain ongoing supervision of placements through site visits and evaluate the social adjustment of the children; report to court and participate in review activities.
- Provide oversight of youth subject to court orders to monitor community safety.
- Provide court testimony and corresponding timely completion of court documentation.

- Provide Foster Care, Kinship Care and/or Independent Living Coordinator work functions as assigned.
- Enter information into eWiSACWIS as required and stay current with changes in the eWiSACWIS or other state systems.
- Complete accurate, thorough and timely documentation of case progress, including completion of all necessary documents and notes (case plans, permanency plans, dispositional orders, etc) and the maintenance of case files.
- Provide services and resources to families that ensure safety, permanence, and wellbeing of children according to federal, state and administrative code.
- Work collaboratively internally, with other Departments and external providers, being reliable, ethical, effective, efficient and professional.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions.
- Participate in professional training programs leading to the ability to perform the full range of Social Worker duties and responsibilities as may be assigned. Attend necessary training events and keep Social Worker license current.
- Participate in afterhours/crisis on call rotation to include telephone and in-person responses to situations involving child abuse/neglect, youth justice, and adult crisis.
- Perform other duties as assigned.

IV. MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

1. Minimum of a bachelor's degree from an accredited college in social work, sociology, psychology, criminal justice or other approved human services program.
2. Must be certified as a social worker in Wisconsin with the Department of Safety and Professional Services within 2 years of hire.
3. Minimum of one year of experience in the field of Social Work with experience in child protective services preferred.

V. NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid driver's license, proof of auto liability insurance and reliable transportation.
- Must be willing to be fingerprinted.
- Must authorize appropriate criminal and caregiver background checks and the release of that information to the Agency.
- Complete all training as required, including the Basic Juvenile Intake Training.

VI. KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles, practices, and techniques of social work.
- Knowledge of basic sociology and psychology as it applies to social case work.

- Knowledge of the functions and resources of public and private social service agencies and other agencies in the areas of finance, employment, health, etc.
- Ability to interpret the provisions of and perform the required duties in Wisconsin Chapter 48, Wisconsin Chapter 938, other applicable provisions of the Wisconsin Statutes and standards.
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork.
- Skill in preparing professional written case plans, summaries, updates, court reports and correspondence and keep accurate and current records.
- Knowledge of the National Association of Social Workers Code of Ethics.
- Ability to integrate training and experience into practice.
- Ability to establish rapport with clients, their families, and their associates so as to enable them to meet their social needs.
- Ability to communicate clearly both orally and in writing.
- Ability to develop and maintain effective working relationships with all agency staff and with members of other agencies to whom clients are referred.
- Ability to recognize and build upon the strengths of family members.
- Ability to apply ethical standards to professional behavior.
- Ability to respect and maintain confidentiality.
- Ability to follow courtroom protocol and appropriate courtroom demeanor.
- Skill in conducting interviews, interpreting laws and procedures, and obtaining cooperation from others in difficult situations.
- Ability to efficiently use computers, email, word processing software, and state-supplied software, and other technological devices in the scope of work.

This job description is intended to describe the general expectations for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time by direction of the Human Service Board.

In an effort to provide for continuity of county government and to cope with the problems of an emergency, the appointed manager may be required to work during a proclaimed state of emergency, consistent with Sec. 166.03 (4) (a-d), Wis. Stats. and county emergency management plans and programs.

Iron County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date